

## Recruitment Privacy Notice

We want to ensure that everyone we work with can easily find out what we do with their data, and what rights they have. We are also legally required to provide this information.

We want to assure you that we are dedicated to protecting your privacy and commit to collect and use any personal data in compliance with the General Data Protection Regulation (GDPR).

Please email [recruitment@prison.radio](mailto:recruitment@prison.radio) if you have any questions about this policy. You can also write to us at:

Prison Radio Association  
Operations Manager  
HMP Brixton  
London  
SW2 5XF

The following areas will be covered in this document:

1. Prison Radio Association is the 'data controller'
2. What personal data we collect, how we collect it and what we need it for
3. Your sensitive personal information
4. Sharing your data with third parties
5. We delete your personal data once we no longer need it
6. Your rights in respect of your data – access, correction, erasure, restriction

NOTE: As we develop our practices, this may involve changing the way we use your personal data or working with new third parties. We therefore reserve the right to update this notice at any time and will inform you of any updates.

1. Prison Radio Association is the 'data controller'

The 'data controller' is responsible for deciding how to hold and use your personal data. Prison Radio Association is the data controller and is registered with the Information Commissioner's Office (who are in charge of protecting data protection rights in the UK). See more information below:

Company name: Prison Radio Association  
Company no: 05571624  
Registered office: 10 Queen Street Place, London, EC4R 1BE  
ICO Registration: Z2847043

2. What personal data we collect, how we collect it and what we need it for

PRA processes data on the following legal basis:

- Consent
- Contract
- Legal obligation
- The legitimate interest of the charity

The table below shows some of the types of personal data we may have to collect about you if applicable:

Type of information	How it's collected	How we will use it
Full name	Application Form	Identification purposes, correspondence, reference checks
Telephone number	Application Form	Correspondence
Home Address	Application Form	Correspondence
Email address	Application Form, email	Correspondence
Qualifications	Application Form	Shortlisting
Employment History	Application Form	Shortlisting, reference checks

3. Your Sensitive Personal Information

Personal data that is sensitive, and therefore requires higher levels of protection, includes data relating to your health, race, ethnic origin and sexual orientation. Under the new GDPR 2018, it is classified as 'Special Category Data'.

Information regarding sensitive personal information may be given when completing the diversity monitoring form. This data will always be stored anonymously. We will always use the legal basis of consent for processing this data and this consent can be withdrawn at any time.

Whilst criminal convictions are no longer classified as Special Category Data under GDPR, they are still treated with special care.

We will only collect information regarding criminal convictions if it is required for your specific role.

#### 4. Sharing your data with third parties

We will always use the legal basis of consent before passing your data to third parties. We will always anonymise this data if we feel the need to for your safety. This consent can be withdrawn at any time.

#### 5. We delete your personal data once we no longer need it

In line with our company Data Retention Schedule, we keep application forms up to one year after notifying candidates of the outcome of the recruitment exercise after which time they will be securely destroyed. If your application is successful, data regarding your references will be kept on file for up to seven years after your employment ends along with HR documentation. If your application is unsuccessful, data regarding your references will be securely destroyed. Data from diversity monitoring forms is recorded anonymously for recruitment KPIs and monitoring workforce equality and forms are securely destroyed. If for any reason we need to keep your recruitment data on record for longer than specified, you will be notified.

In some circumstances we may anonymise your personal information so that it can no longer be linked to you, in which case we are free to use this without notifying you.

When the retention period for the relevant data is up, your data will be securely destroyed in accordance with applicable laws and regulations.

#### 6. Your rights in respect of your data – access, correction, erasure, restriction

Let us know if your personal information is out of date or inaccurate

Please contact the team in your prison or write to us ASAP if your details change, or if you notice a mistake, so we can ensure our records are up to date.

Under certain circumstances, you also have the following rights in respect of your data by law:

7. Request access to your personal information held by us (we will send you a copy)
8. Request correction where we hold inaccurate / incomplete information and we will amend.
9. Request erasure of your personal information. This enables you to ask us to remove or delete personal information where there is no good reason for us to have it.
10. Object to processing of your personal data where we are relying on a legitimate interest, but there are grounds relating to your particular situation which make you want to object. Please note that if we have compelling legitimate grounds for needing to process the data anyway, this may override your objection.
11. Request the restriction of processing of your personal information by suspending use while you look into its accuracy or our reason for processing.
12. Request the transfer of your personal information to a third party.

We will only refuse to comply with your request in these circumstances where your request is clearly unfounded or excessive.